

The Flying High Academy

Ladybrook



Attendance Policy

Policy written by: Evie Scarborough

Date written: September 2025

Approved by: Kerry Chadburn

Review date: September 2025

Approved by Governors – Sept 24

Chair of Governors (Richard Smith)

At The Flying High Academy Ladybrook (FHAL) our mission statement ‘**Relentless in our strive for excellence**’ is at the heart of everything we do. We listen, understand, empathise and support – but do not tolerate poor attendance.

We expect all our children to attend school every day that school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend and ensure appropriate, ‘support first’ approaches are followed and underpinned by robust procedures.

At FHAL, we believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. We aim for our pupils to **want** to come to school by ensuring it remains an environment that is calm, orderly, safe, and supportive, where pupils are seen to be ready and keen to learn. Our school is built on respectful relationships with staff, pupils and families and is a happy and rewarding experience for all in the community.

Our Charter

Staff at FHAL

- Treat pupils with dignity, build relationships rooted in mutual respect and observe proper boundaries.
- Take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence, handling confidential information sensitively.
- Understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils, particularly for children who have experienced adversity.
- Effectively communicate and provide pupils and families with holistic, whole-family support to overcome barriers.

Parents and Carers

- Treat staff with respect.
- Actively support the work of the school with regards to attendance.
- Call on staff for help with attendance when they need it.
- Communicate, as early as possible, circumstances which may affect absence or require support.

Going to school regularly is very important to your child’s future. By maintaining good, early habits with attendance, your child is more likely to:

- Make good to excellent progress and achievements in learning
- Maintain good attendance habits in the future, showing potential employers that they are reliable and determined to succeed
- Be at less risk of getting involved in anti-social behaviour or crime

Although we have a robust curriculum that is planned carefully to allow for the revisiting of learning, it is often hard for children to catch up if they miss a significant amount of time at school.

Our School Attendance Team

Mrs Adams
Attendance Officer and Champion



My responsibilities are:

- To check class registers on a daily basis
- To liaise with the office staff regarding any pupils who are absent and who have not let the school know why
- To meet weekly with the Senior Attendance Champion to review attendance data and to arrange internal attendance meetings/ referrals, as appropriate
- To work closely with the Senior and Deputy Attendance Champions to analyse attendance, identifying trends and addressing issues
- To inform parents/ carers by the appropriate means if their child's attendance falls below the school's target and to continue to monitor this
- To complete paperwork in respect of unauthorised leave of absence requests and issue Fixed Penalty Notices and holiday fines, where required
- To ensure pupils are rewarded for 100% attendance through certificates at the end of each term
- To promote class attendance through awards in weekly assemblies
- To track pupils who are persistent absentees
- To undertake home visits, with the support of the Child and Family Support Worker, as and when required to support parents/ carers with any issues regarding attendance

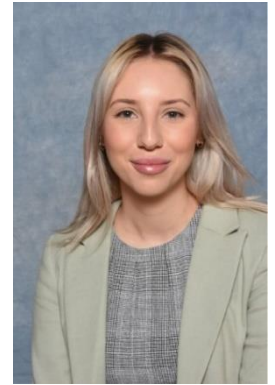
Georgia Sergeant
Deputy Attendance Champion
Children and Family Support Worker
Designated Safeguarding Officer
PDBW Senior



My responsibilities are:

- To join the weekly attendance meetings with the Attendance Officer and Senior Attendance Champion in order to identify potential safeguarding concerns or barriers that may be affecting attendance
- To make further links with parents/carers through greeting on the gate each morning and afternoon
- To work proactively in finding and irradicating children's barriers to attending school through organising and supporting weekly pastoral group sessions
- To Senior supportive groups for parents and carers where issues and support can be discussed in an open and safe space
- To greet children that arrive late and discuss with parents the barrier that has caused this
- To join attendance meetings with the Senior Attendance Champion, when appropriate, to offer more targeted support in removing barriers to attending school
- To undertake home visits, with the support of the Attendance Officer, as and when required
- To complete risk assessments in a swift manner for children that need them so that the time out of school is reduced as much as possible, with support of the SENCo team

Miss Scarborough
Senior Attendance Champion
Deputy Head Teacher



My responsibilities are:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- To organise weekly attendance rewards for persistent absentees who improve their attendance



Catherine Beaumont
Special Educational Needs and Disabilities Coordinator
(SENCo)



Laura Newton
Pastoral Senior
SENCo Support Assistant

Our responsibilities are:

- To support the removal or reduction of attendance barriers for children with a special educational need, disability, medical need or children that require further personal, social and emotional support
- To join attendance meetings with the Senior Attendance Champion, when appropriate, to offer more targeted support in removing barriers to attending school
- To support smooth transitions for children with additional needs to ensure they have a positive start at FHAL, and any future school they may transition to
- To complete risk assessments in a swift manner for children that need them so that the time out of school is reduced as much as possible, with support of the Child and Family Support Worker
- To organise training for staff on certain medical or disability needs so that we are fully prepared for children to begin their positive starts at FHAL

It is key we all understand the part we must play in working together to improve and maintain the attendance of all children at FHAL.

Pupils	<ul style="list-style-type: none"> To positively attend school every day and on-time
Parents and Carers	<ul style="list-style-type: none"> To ensure their child / children attend school regularly and are only absent for reasons that can be authorised To organise holidays during the school holidays, not in term time To arrange appointments outside school hours, wherever possible, and to inform the school in advance of any appointments during school time To inform the school by telephone on the morning of the first day of absence To keep the school regularly updated where there is extended absence due to illness or other reason and the likely return date, as soon as possible To ensure that the school has updated telephone contact numbers so that contact can be made quickly in an emergency or if there is an unexplained absence from school Ensure children arrive at school on time, in uniform and ready to learn
Staff	<ul style="list-style-type: none"> To ensure registers are completed at the start of the morning and afternoon sessions To ensure positive attendance is promoted and encouraged within the class and through daily contact with parents Teachers to monitor the attendance of children in their own class and offer support to parents swiftly in order to remove barriers
Office Staff	<ul style="list-style-type: none"> To ensure the safe arrival and departure of any children during school hours To pass on messages from parents and carers to the appropriate staff member Take calls from parents/carers about absence on a day-to-day basis and record it on the school system Transfer calls from parents/carers to the Deputy Attendance Champion, where appropriate, to provide them with more detailed support on attendance
Senior Leadership Team	<ul style="list-style-type: none"> To work closely with the Attendance Officer and Champions to analyse attendance, identifying trends and addressing issues To identify vulnerable groups and families and work with the Senior Attendance Champion, relevant staff, and external agencies to provide additional support and intervention To ensure positive attendance and whole school expectations are promoted and communicated.
Governors	<ul style="list-style-type: none"> To support the school in the implementation of the attendance policy and ensure statutory requirements are met; Education (Pupil Registration) Regulations 1995
Other External Agencies	<ul style="list-style-type: none"> To support the school by participating in liaison meetings as appropriate To support the school as appropriate in any relevant initiatives We follow the Nottinghamshire County Council policy on absences

Our Registering Procedure

08:35

Gates open and free bagels are served for all.

Children have 10 minutes to arrive to school – KS2 children walk up to their classrooms and EYFS and KS1 children are taken to the class door by their parent or carer.

08:45

Children are seated and the register is completed.

All External doors are closed and gates are locked.

Lesson 1 starts 8:45am

KS2 – Spelling, Punctuation and Grammar intervention

KS1 & EYFS - Phonics

The late gate remains open and operates for 10 minutes. Children are greeted by Attendance Champions or the Headteacher. Parents are to sign their children in using an iPad provided, which includes a reason as to why their child is late. If a child arrives late without their adult, as they have walked to school on their own, will be signed in by a member of staff. Their parent will then be contacted.

08:55

The late gate is closed. Children who arrive after this time are greeted by the office staff at reception.

9:00

Registers are submitted by class teachers.

Lesson 2 begins in KS2 – English 9am-10am

Lesson 1 continues in EYFS and KS1 until 9:25am

Children are marked late (L) if they arrive between 8:45am and 9:15am.

9:15

Children arriving after 9:15am will be marked with a U code. The Attendance Officer checks that all registers have been completed and amends as necessary using messages from parents.

13:20

Registers are completed again. The Attendance Officer check that all registers have been completed.

One full day = 2 sessions (AM 8:45am-12:15pm (8:45am-11:45pm F1) and PM 1:15pm-3:15pm (12:15pm-3:15pm F1)

Reporting Absence – Parents

How do I inform school that my child will be absent?

It is important that contact to school is made at the earliest possible opportunity, on the first day of absence. You can do this by choosing any of the following:

- Make a telephone call to the school office: **01623 415790**
 - Leave an answerphone message if the call is not answered
 - Email the school office: **office@ladybrookfha.org**
 - Inform the school office in person before dropping off a sibling
- School Office opening
hours are 8am – 4pm

Please note, the office dojo or telling your child's teacher (verbally or via dojo) are not forms of informing us of a child's absence as there is a chance the information may not be seen or passed on in time.

What information does the school office need to know?

- State the reason for the absence and/or nature of any illness
- Give a likely 'returning to school' date
- Provide evidence e.g. a note from the doctor or proof of medical appointments, when appropriate

The absence is logged as either 'Authorised Absence' or 'Unauthorised Absence'. **All** absence will be recorded as unauthorised unless evidence is provided to prove otherwise.

All information should be given to the school office and any information given will be retained until the end of the academic year. Telephone messages and personal contacts made to the school office are noted on an electronic absence record.

Authorised Absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification at least 4 weeks in advance from a parent or guardian.
- Legitimate reasons include illness, medical appointments (only where they cannot be made outside the school day) and some family or religious circumstances.
- Only the school can make an absence authorised.
- The school may choose not to authorise in some of these circumstances where the child's education may be adversely affected by ongoing absenteeism.

Unauthorised Absence

Absence from school is likely to be recorded as an unauthorised absence when:

- there is no parental explanation.
- the school is not satisfied with the explanation for an absence.

In either of these situations you could face prosecution.

The Law states that for your child to be considered to attend school regularly they must be at school every day they are required to be there by the head teacher. This was confirmed in a Supreme Court ruling in 2017.

Therefore, you have to get permission from the Head Teacher if you want to take your child out of school during term time.

You can only do this if you make an application to the head teacher in advance (as a parent the child normally lives with). This must be with a minimum of 4 weeks notice. The head teacher will consider the application and decide whether this is marked as authorised or unauthorised in the attendance register.

- Head Teachers are no longer permitted to agree a Leave of Absence during term time unless in exceptional circumstances.
- This includes where parents decide to take their children out of school for a family holiday during term time.
- If a parent intends to take their child out of school for a leave of absence during term time, they must have requested this in advance and had their request agreed by the Head Teacher.
- Failure to do this could result in a fine or prosecution.
- It is at the discretion of the head teacher to determine how many days your child can be away from school if leave is granted.

What do I need to do if I wish to take my child on holiday during term time?

As much as we appreciate lasting experiences, we strongly advise that you do not take your child out of school for a holiday as it will have a detrimental effect on their education.

If you decide that you wish to take your child for an unagreed Leave of Absence, please do complete a form informing us of this. This means we will not have to undertake daily phone calls to the child's contact list, conduct home visits or refer to external agencies as we know where your child is.

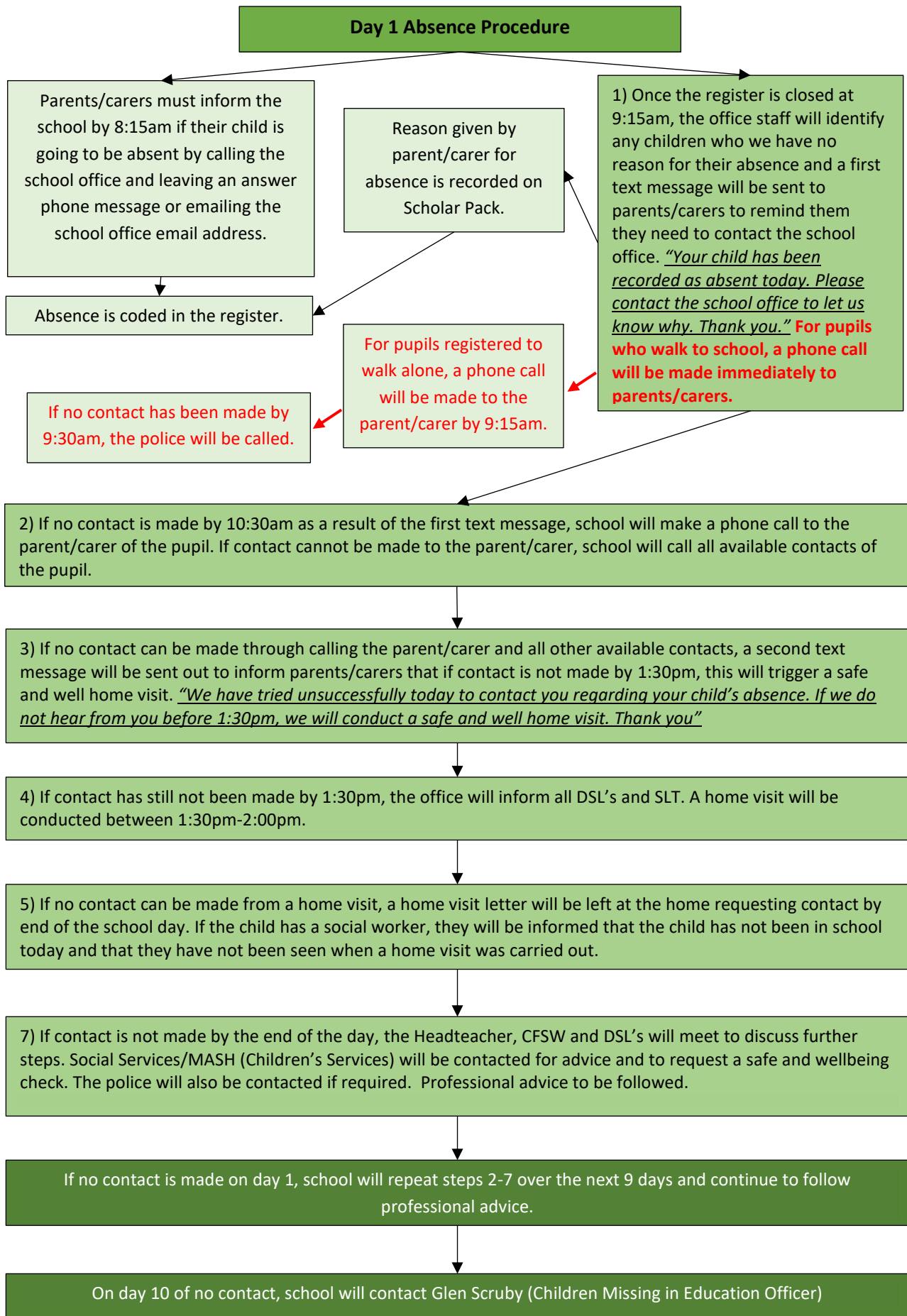
If your child is absent for an unauthorised holiday their attendance will be affected for the entire academic year. The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. Our attendance target is **97%**.

What do I do if my child has a medical appointment in school time?

Every effort should be made to arrange appointments outside of school hours, where possible.

When this is not possible, please follow the steps below:

- Take evidence of the appointments e.g. letter or appointment card or documentation to the school office prior to the appointment.
- Only take your child out of school for the time that is necessary. For example, bring your child in before/after their appointment so that the time missed is as limited as possible.



At The Flying High Academy Ladybrook, we consider the impact that a child's attendance may have on achieving the best possible success throughout their education.

%	Detail	Action by School
Above 97%	Less than 6 days absence a year. Excellent attendance! This will help all aspects of progress and life in school. Children should reach their full potential, Senioring to the best possible start to their secondary education.	<ul style="list-style-type: none"> • Certificates issued for 100% attendance. • Children with 100% attendance weekly, get entered into a termly prize draw. • The class/es with 100% attendance for a week will get a class reward. • Each class will turn a letter of 'Perfect Attendance' if they achieve 100% for a day. Once all letters are turned over a reward of extra playtime is achieved.
96-97%	Less than 10 days absence a year. Children are likely to achieve their targets and be well prepared for starting secondary education.	<ul style="list-style-type: none"> • Child is encouraged to build on this. • Trophy given to the class with the best attendance each week.
90-96%	Up to 19 days absence a year; this equates to missing up to a month of school in the year. Absence will now be affecting attainment and progress at school. Pupils will find it difficult to achieve their best.	<ul style="list-style-type: none"> • A dojo message/phone call advising of attendance concerns will be made by an Attendance Champion. • If there is no immediate improvement or attendance dips again, the Senior Attendance Champion calls parents.
85-90%	Between 19 and 29 days absence a year; this equates to missing up to 6 weeks of school in the year. Children will now be finding it extremely difficult to keep up and achieve their best. Parents of children with this level of attendance will be asked to come to school to discuss how to improve their child's attendance.	<ul style="list-style-type: none"> • Letter issued to parents advising that attendance will be closely monitored & if no improvements, parent/carers will be invited to meet with Attendance Officer & Senior Attendance Champion to activate an Attendance Plan. • In the plan, parents will be made aware of the criteria for referring to the Early Help Unit. • Pastoral interventions where appropriate.
85% and below	Children with this attendance are missing up to a day for every week in the school year. Absence is causing serious concern . It is significantly affecting attainment and progress and is disrupting the child's learning. Parents of children with this level of attendance may be referred to the Early Help Unit to support them in improving their child's attendance.	<ul style="list-style-type: none"> • Parent/Carer will be invited to meet with Attendance Officer and Senior Attendance Champion; or another appropriate member of the attendance team. • Support will be offered to ensure attendance improves. • The school will seek external advice and support regarding further action from the Trust and external agencies. • Pastoral interventions where appropriate.

Reporting Absence – School

How does the school report attendance data?

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board. Our school also shares data with the DfE portal to monitor and track attendance, particularly to compare against similar schools.

Attendance information is collected electronically and this information is used to generate half-termly attendance reports to governors. The overall figures are explained and individual pupils- and the actions being taken- are explained anonymously. Groups are identified and evaluated during this process. Any children who have entered the formal process (as outlined in the FHAL Attendance Procedure Flowchart) are described in the reporting.

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum, annually, by the Senior Attendance Champion. At every review, the policy will be approved by the full governing board.

Summary information regarding attendance rates are prepared annually for all children in years F2 - Year 6 showing:

- the total number of pupils on roll at any time during the period;
- the total number of possible pupil sessions;
- the number of authorised absences and the number of children affected;
- the number of unauthorised absences and the number of children affected;
- the percentage of pupil sessions lost by authorised and unauthorised absences.

In addition to this, year on year summaries are retained for comparison and class registers are retained for a minimum of three years.

Despite it not being statutory for children of Nursery (Foundation 1) age to attend school all day, every day, we still compare attendance summaries and expect children to attend for the hours requested by the parent/carer.

Our Attendance Targets

The school sets challenging attendance targets each year. These targets are agreed by the senior staff, the Governing Body, with possible input from the LA representative at the annual target-setting meeting. The Headteacher will report on attendance percentages in the termly report to the Governing Body.

How does our Governing Body support us with monitoring?

- The Governing Body also has the responsibility for this policy, and for seeing that it is carried out.
- Therefore, the Governors will examine closely the information provided to them and seek to ensure that the school's attendance figures are as high as they possibly can.

- The school will keep accurate attendance records on file for a minimum period of three years.
- Class teachers will be responsible for monitoring attendance in their class. If they become aware of an unexpected pupil absence during the course of the school day, they will contact the school office immediately.
- If there is a longer-term general concern about the attendance of a particular child, this will be reported to the Head Teacher, who may contact the parents or guardians.

How does the school monitor attendance data?

We have established robust attendance monitoring and escalation procedures which are initiated in an attempt to prevent absence becoming a problem, by:

For all children who are below national expectation and at risk of becoming persistently absent:

- Monitoring of pupils who have fallen below 95% by our Attendance Champions ensures that support is offered as early as possible in order to prevent them from becoming persistent absentees.
- Informing parents/carers that their child's attendance has fallen below the national expectation and that their attendance will continue to be monitored in order to ensure they don't become persistently absent from school.
- Outlining to parents/carers the actions that will be taken if their child's attendance falls below 90%.

For all pupils who have become persistently absent:

- Weekly monitoring by our Attendance Champions of pupils who have become persistently absent from school.
- When a pupil falls below 90%, a wellbeing call is made to the parent/carer by our Attendance Officer (Mrs Adams) or Deputy Attendance Champion (Miss Sergeant) to inform parents/carers of their child's attendance and offer support in order to improve the pupil's attendance.
- Weekly (or daily where necessary) check-ins with Mrs Adams or Miss Sergeant are conducted via a phone call to review progress and impact of support given.
- Where there is no improvement, the actions on the '**Attendance Procedure**' flowchart will be followed.
- Pupils who are persistently absent, but show an improvement following support from school by attending school consistently, will receive an invite to 'Hot Chocolate Fridays' for every full week they attend. This will be run by the Senior Attendance Champion and the invite will be sent home to inform parents. Once the child reaches above 90% a certificate will be given to celebrate their hard work in improving their attendance.

For all children who are in receipt of Pupil Premium funding:

- The attendance of all pupil premium children is monitored each week by our Attendance Champions. Feedback from this monitoring is passed onto to our Pupil Premium Senior (Mr Hughes) and any actions required are planned.
- The individual needs and vulnerabilities of all our pupils is of great importance to us and taken into consideration when monitoring attendance. Working with members of SLT, the Pupil Premium Senior and Child & Family Support Worker, we seek to proactively engage with pupils who have poor attendance.
- Tailored support and rewards are given to pupils who need an extra incentive to support with creating good attendance habits.

- Each member of the pastoral team has a group of children in receipt of pupil premium that have been persistently absent in the previous academic year. Part of this role involves weekly catch ups with these pupils to focus on supporting and encouraging them with good attendance. Each group is also championed by a member of SLT.

To safeguard children who may be at risk of missing education, it remains important for all staff in school to take swift action.

This will include the need to liaise with the relevant colleagues in safeguarding/education within Nottinghamshire County Council for pupils who are to be removed from the admission register and include circumstances where the pupil:

- Has been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education – this will be communicated with the home elective education team.
- Does not arrive at the school as part of an admission process and we are not aware of their whereabouts.
- Has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered and has been discussed with the children missing officer (CMO) as they have not been registered at a new school.

Known Pupil Absence – Day 5 Procedure

- Where there has been contact with the parent/carers but a child has been absent for 5 days, a home visit will be undertaken on the 5th day to check on the wellbeing of the child and to see whether there is anything school needs to be aware of.
- If the child is not seen, the HT/SLT will undertake a risk assessment to decide on level of concern.
- School will contact social services or police for advice and to request a safe and wellbeing check. Professional advice to be followed.

Long Term Absence

- When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home if parents request it and feel that it is appropriate.
- Parents/carers should inform school staff of any such absence and the school will support them as much as possible.
- If the absence is likely to continue for an extended period, or be a repetitive absence, the school may contact the targeted support services where appropriate

What do I do if my child refuses to attend school?

- Contact the school office as soon as possible, on the first day.
- Explain to the school office that your child is refusing to attend school as the reason for the absence.
- A member of our Attendance Team will be in contact, that day, to offer support and short-term strategies.
- If the refusal continues into a second, day a meeting will be held - if possible, with at least two members of the Attendance Team so that barriers can be identified and addressed.

- Each individual case will differ on the level and type of support needed.
- Support may include a referral to the schools Family Support Worker for home visits or the introduction of nurture and pastoral provision at school or at another setting.

How do I inform school regarding moving to a new school?

It is important that if families decide to send their child to a different school that they inform FHAL as soon as possible.

A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next.
- The address of the new school.
- A new home address if appropriate.

The pupil's school records will then be sent to the new school soon as possible (within 5 days for an in-year transfer or within first 5 days of the start of a new term); as stated in Keeping Children Safe in Education 2023.

If the school has not been informed of the above information, the family will be referred to the local authority.

Despite informing us of your child moving schools, we are bound to follow the absence procedure until the child starts at their new school.

What does The Law say?

By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once a child is of compulsory school age, children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

Penalty Notices

The headteacher (or the Attendance Champion, after instructed by the headteacher, Jane Adams), local authority or the police can instigate the fining of parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution

- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Persistent lateness

- Where a pupil is persistently late for 10 separate instances over a period of 10 school weeks and where these are signified as a "U" in the attendance register, the school can, at the discretion of the Head teacher, request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies. *The separate instances can be added in conjunction with other unauthorised sessions e.g. a child could have been late for 4 sessions and been absent for 3 days (6 sessions) over a 10-week period – totalling 10 separate instances.*
- In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following:
 - The penalty is set at £160 and should be paid within 28 days of the date on which the notice starts. If the penalty is paid within 21 days of the date on which the notice starts, the sum is reduced to £80.
 - Penalty notices are issued to each parent, for each child.
 - All monies are collected by and retained by the Local Authority.

FHAL Attendance Procedure

Attendance monitored weekly by Attendance Champions. Teachers to also monitor their class attendance and raise concerns to Phase Leaders.

Children with attendance of below 95% receive a Class Dojo message from the Class Teacher to inform them and offer support. See Appendix 1.

PHASE 1: Children with attendance of below 90% are discussed at a weekly attendance meeting and receive a wellbeing phone call to discuss positive actions. A weekly check-in via phone will be agreed.

After falling below 90%, children who have 100% attendance from the above point, will be invited to a weekly celebration with the Senior Attendance Champion. This will take place for children who fall below 90%, but after intervention are able to maintain 100% attendance for a week. They will continue to be monitored each week and the appropriate reward/intervention will take place until they achieve above 90% attendance.

If children cannot maintain 100% from support put into place, they will receive weekly pastoral group interventions. Parents will also be invited to an informal coffee morning to offer further support from staff and other parents.

PHASE 2: If attendance concerns persist, parents are invited in for a formal meeting with the Attendance Officer and the Senior Attendance Champion via letter (See Appendix 2). A weekly check-in via phone will be agreed.

PHASE 3: If attendance concerns persist, Parental Responsibility Letter (See Appendix 3) will be sent including an invitation to a 2nd formal meeting with Attendance Champion and Senior Attendance Champion. A weekly check-in via phone will be agreed.

PHASE 4: If attendance concerns persist, Penalty Notice Warning Letter (See Appendix 4) will be sent, including invitation to a 3rd formal meeting with the Senior Attendance Champion and the Headteacher. A weekly check-in via phone will be agreed.

PHASE 5: If attendance concerns persist, a Fixed Penalty Notice will be issued by the Local Authority (See Appendix 6). A daily check-in via phone will be agreed. SLT and the pastoral team will make regular contact via phone and text to offer help and support and to keep communications open. This will be logged via CPOMS.

When attendance improves – no further action is taken.

A phone call to the family is made to discuss and celebrate the improvements.

Safeguarding and Children Absent from Education

A pupil absent from education is a child who is currently on roll at our school but is not attending; this can be a potential indicator of abuse or neglect. Our staff will follow the FHAL procedures for dealing with pupils that are absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and to help prevent the risks in the future.

We will ensure the local authority are aware of every registered pupil who fails to attend school regularly and any pupils who have been absent from school, where the absence has been treated as unauthorised for a continuous period.

In order to manage risks, the Designated Safeguarding Seniors, and in particular our Child and Family Support Worker, will ensure appropriate multi agency engagement, where necessary, so that pupils receive the appropriate level of early help or statutory intervention to ensure they attend school regularly.

Children Missing Education

It is important for us to note that Children Absent from Education are children frequently not attending school but still remain on our roll. Whereas, Children Missing Education (CME) are:

- All children of compulsory school age who are not on a school roll
- Children not being educated elsewhere (e.g. privately or in alternative provision)
- Who have been out of any educational provision for a substantial period (usually agreed as two weeks or more).

Anyone concerned that a child is absent from school must make a referral to: Children Missing Officer (CMO) Glen Scruby by:

Telephone - 01623 433170

Email - glen.scruby@nottscc.gov.uk

GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Child / young person is on roll but not attending	Child moving out of county	Family indicate they are moving abroad	School Allocations intake or in-year admissions rounds
<p>School/Academy to attempt to make contact with parent/carers no later than day 3, best practice day 1. Follow your internal school attendance procedures.</p> <p>Days 0-10, School/Academy should continue to make efforts to engage the family; recording their contact: telephone conversations, texts, e-mails, letters, home visits. Liaising with professionals who may be involved. School/Academy should consider what action to take if attendance is 10% unauthorised.</p>	<p>Request from the family their new address and details of new School/Academy. If obtained please share with: admissions.ed@nottscc.gov.uk</p> <p>Hopefully the new school will make contact with you, if not, make contact with them to confirm on roll.</p>	<p>School must request and record details of the new family address and school. You can't remove from roll without this. If obtained please share with: admissions.ed@nottscc.gov.uk http://www.lanovageshop.org/ (translation support)</p> <p>If school does not receive the above a referral should be made to:</p> <p>Children Missing Officer (CMO)</p>	<p>If allocated and there is not an acceptance/agreed start date best practice is for school to make attempts to engage (telephone, text, e-mail, welcome letter, home visit (where appropriate)).</p> <p>If a child/young person has been allocated a place at your school/academy and they do not arrive you must inform the CMO within 10 days evidencing efforts to engage.</p> <p>If an application to transfer school during the year (outside of the normal intake process), the leaving school should keep them on roll until it has been confirmed by the new school that they have arrived and have been taken on roll.</p> <p>Places must be taken up by the start of the next half term after the place has been allocated. For places allocated in the summer term 2018, the place must be taken up before the end of the summer term. For children admitted through first admissions round please refer to your summer born guidance.</p> <p>A child should be placed on roll at the point of acceptance by parent or arriving on the first day.</p>
<p>Whereabouts confirmed to be known but not attending education or engaging with School/Academy.</p> <p>Child and family meet the threshold for Early Help through the Family Service (level 3 Pathway to Provision). Make a referral to the Early Help Unit via an EHAU evidencing the actions you have taken.</p> <p>Absence meets the threshold for enforcement action as outlined in the Nottinghamshire Code of Conduct, make a referral to the Early Help Unit via an EHAU <u>Child stays on roll.</u></p>	<p>Whereabouts unknown evidencing reasonable efforts to locate/make contact with the family.</p> <p>Referral is made to: Children Missing Officer (CMO)</p> <p>No later than day 10 when there is no explanation for absence and above checks have been completed.</p> <p>Details of how to refer are on page 2, please clearly state any safeguarding concerns you may have.</p> <p>DO NOT remove from your roll until CMO has completed initial checks and confirmed that they can be removed.</p>	<p>Looked After Children (LAC)</p> <p>If a LAC is moving placement and no longer attending, school should liaise with the Virtual School and the child's Social Worker. DO NOT remove from roll.</p>	<p>Independent / Residential Schools</p> <p>The same procedures should be followed as those in School's / Academies</p>
<p>Parent/Carers indicate they wish to Home Educate (EHE)</p> <p>Request must be made in writing, following a conversation between school and parent/carer's, with a copy of the letter placed in the pupil file and a copy of the letter forwarded securely to EHE.</p> <p>School/Academy to return the EHE 1A and 1B forms to the EHE Administrator.</p> <p>Remove the learner from your roll. DO NOT remove from your roll if stated without confirmation from the LA. School file to be sent to EHE at County Hall via secure mail.</p>	<p>Child permanently excluded</p> <p>LA to be notified on the day of exclusion via e-mail.</p> <p>The LA will respond and continue to work with you through the process.</p> <p>DO NOT remove from your roll until advised.</p>	<p>Gypsy/Roma/Traveller</p> <p>If a Traveller family indicate they are to travel for work purposes School/Academy should request details of where they will be travelling and when they aim to return.</p> <p>If they do not return within 4 weeks of the expected return date please follow attendance procedures.</p>	<p>If allocated children do not arrive PLEASE FOLLOW UP. DO NOT ASSUME they will have gone elsewhere or remained at their previous School/Academy!!</p>
<p>Child not in full receipt of education (25hrs)</p> <p>Information should be shared with the Fair Access Team. Levels of provision will be closely monitored and scrutinised.</p>	<p>Truancy – School/Academy to inform parent/carers that their child/young person is not in school. School/Academy risk assess before considering a Police response. (prior checks to be completed and evidenced upon calling the police, unless immediate risk evident). Please be mindful of missing and hidden missing where young people's whereabouts are not known to parent/carers. This can be discussed with the CMO.</p>	<p>Own admission authorities must inform the admissions team of any enquiry/application and outcome. This helps identify any vulnerable child requiring a place and avoids a child being out of education for an undue length of time. All academies must notify the local authority via admissions.ed@nottscc.gov.uk within five days of adding a pupil's name to the admission register.</p>	<p>Family indicate they are returning home for family, cultural or health reasons</p> <p>School/Academy need to consider the circumstances of the absence in deciding which code to use. Parents should provide school with a return date.</p> <p>If the family do not return on this date attendance procedures should be followed.</p>
<p>SAFEGUARDING - Every child should be accounted for, their whereabouts should be known or a referral made to the appropriate service. Please be mindful that the MASH is for level 4 safeguarding concerns with children believed to be <u>at risk of or actual harm</u>. The Early Help Unit will support with early intervention/attendance. It is important that concerns are risk assessed by school. All referrals should indicate the level of concern and previous actions taken. A referral made to the correct service will help for support to be in place in a timely fashion. If unsure please seek guidance prior to referring.</p>			
<p>Useful links: http://www.nottinghamshire.gov.uk/schoolsportal/local-authority/attendance (Nottinghamshire Schools Portal) http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/early-help-to-provision (F2P) http://www.nottinghamshire.gov.uk/media/109754/factsheet-summer-born-final-2.pdf (Summer Born) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf (CME) http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/early-help-to-provision/early-help-assessment-form (EHAU)</p>			
<p>Health Related Education</p> <p>If a child has been out of school for 15 days or more due to illness please liaise with the School Nurse and then a referral can be made to:</p> <p>Health Related Education Team (please contact the Health Related Education Team to discuss a request for their involvement)</p>			

GUIDANCE FOR REMOVING A CHILD FROM THE SCHOOL ROLL

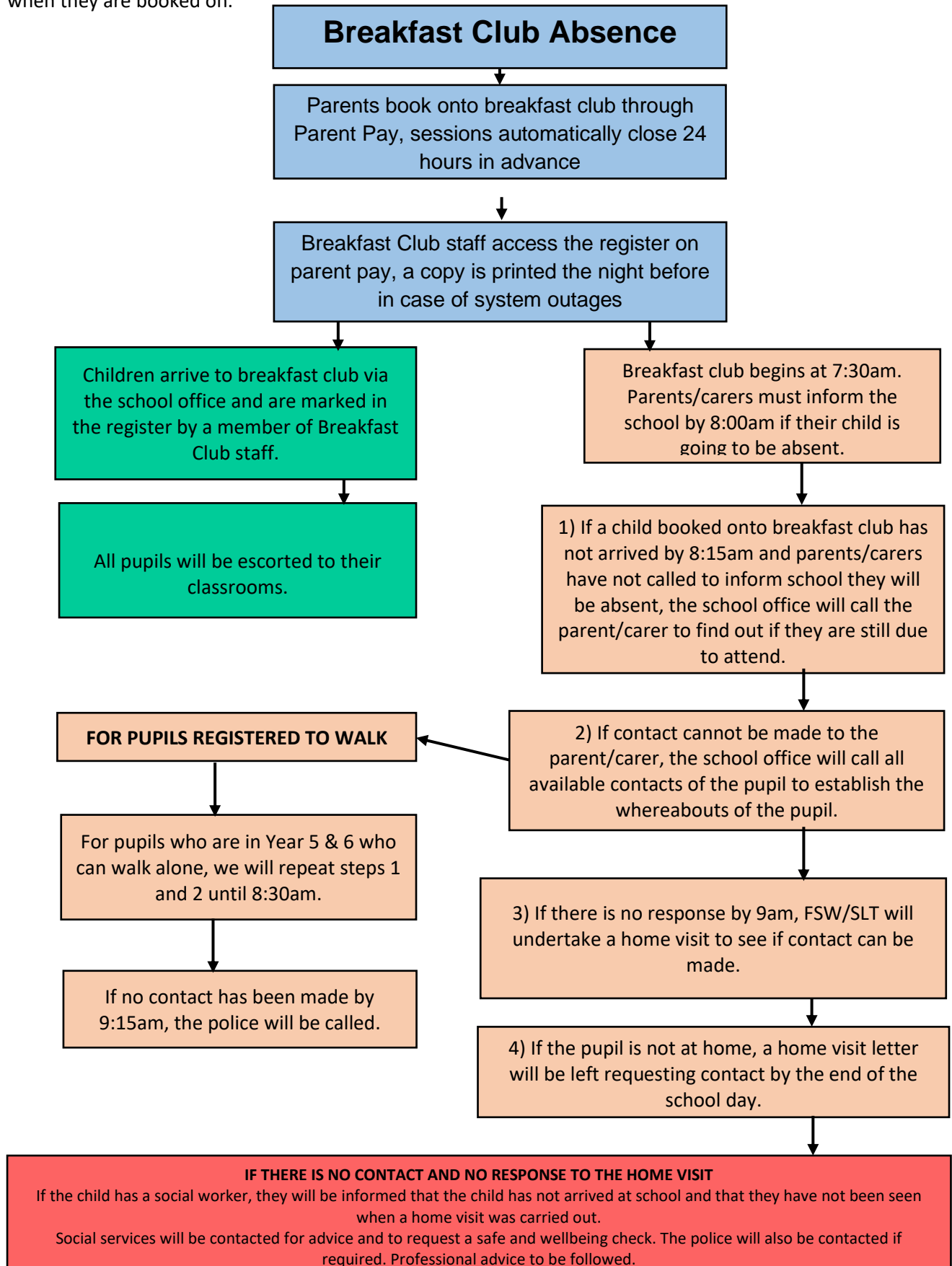
PLEASE DO NOT REMOVE A CHILD FROM YOUR ROLL UNLESS YOU HAVE RECORDED AND SHARED THE FOLLOWING WITH THE LA:

- the full name of the pupil,
- the full name and address of any parent with whom the pupil normally resides,
- at least one telephone number of the parent,
- the pupil's future address and destination school, if applicable, and
- the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A). This will need to be clearly recorded when updating your systems as you will need to inform the LA.

All other deletions breach statutory guidance

Pupil Absence – Breakfast Club

We have a rigorous and robust system in place for pupils who do not arrive at our breakfast club when they are booked on.



Appendix 1 – Phase 1 Attendance Message



Good morning,

As part of our school procedures, I am writing to let you know that your child's attendance has fallen below 95% and is currently _____%.

As I am sure you are aware, we work incredibly hard to support all children and their families to ensure good attendance. Research shows that children who have good school attendance are more likely to do well in the future; this is because we know that missing out on lessons leaves children vulnerable to falling behind. Regular attendance also helps children to develop their confidence and make and keep lasting friendships.

Our school attendance target is **97%** and all pupils are expected to attend at least in-line with the school target. Attendance at any point of the year is important so please ensure your child attends school fully. We appreciate that illness may have had an effect on your child's attendance, if this is the case please ensure you have provided medical evidence for this. If you have provided evidence, thank you for doing so.

We would like to offer our support to ensure your child's attendance improves – please contact Mrs Adams should you wish to discuss this further 01623 415790 or message back for a phone call from myself.

We will continue to monitor your child's attendance and hope to see an improvement.

Kind Regards,
Name
(Key Stage Phase Leader)

Appendix 2 – Phase 2 Attendance Letter



Somersall Street
Mansfield
Nottinghamshire
NG19 6EW

Telephone: 01623 415790
E-mail: office@ladybrookfha.org
Website: www.flyinghighacademy.co.uk
Twitter: @FHALadybrook

Head Teacher: Mrs Kerry Chadburn
Deputy Head Teacher: Miss Evie Scarborough

Date

Dear Parent/Carer,

As I am sure you are aware, we work incredibly hard to support all children and their families to ensure good attendance. Research shows that children who have good school attendance are more likely to do well in the future. This is because we know that missing out on lessons leaves children vulnerable to falling behind. Regular attendance also helps children to develop their confidence and make and keep lasting friendships.

Our school attendance target is **97%** and all pupils are expected to attend at least in-line with the school target. Attendance at any point of the year is important so please ensure your child attends school fully.

Any child whose attendance has fallen below 90% is classed as **persistently absent** from school.

I am writing to let you know that your child's attendance has fallen **below 90%** and is currently ____%. Due to this, any further absence from school due to illness will not be authorised without medical evidence.

We recognise that there can be many barriers to a child attending school and it is our duty to work with parents and carers to eradicate them, as much as possible. We would like to invite you to a meeting where we can further understand any barriers to your child attending school and look to ways we can help support you in improving your child's attendance.

Please contact the school office to organise the meeting, as soon as possible.

If you ever have any questions or require any support, please do not hesitate to contact the Attendance Officer (Mrs J. Adams); Deputy Head & Senior Attendance Champion (Miss E. Scarborough) or the Child and Family Support Worker (Miss G. Sergeant).

Kind regards,



Mrs K. Chadburn
Headteacher

Above 97%	Above 97%. Less than 6 days absence in a year: Pupils with this attendance should achieve the best they can, leading to the best possible start in their education. Attendance is excellent.
95%	95% Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their targets and will be well prepared to make good progress.
90%	90%. 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.
85%	85%. 29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.
80%	80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work.



~ Relentless in our strive for excellence ~
~ Look back with pride & forward with confidence ~



Appendix 3 – Phase 3 Attendance Letter



Somersall Street
Mansfield
Nottinghamshire
NG19 6EW

Telephone: 01623 415790
E-mail: office@ladybrookfha.org
Website: www.flyinghighacademy.co.uk
Twitter: @FHALadybrook

Head Teacher: Mrs Kerry Chadburn
Deputy Head Teacher: Miss Evie Scarborough

Date

Dear Parent/Carer,

Unfortunately, following our previous communication and meeting, there has not been a significant improvement in your child's attendance.

Your child's attendance is currently _____%.

We would like to invite you to a meeting, in school, on _____ at _____.
The meeting will be with Mrs Adams (Attendance Officer) and Miss Scarborough (Senior Attendance Champion).

We would like to discuss the actions taken previously, to try and remove barriers for attending school, and to discuss what further support can be offered to help improve your child's attendance.

As your child's attendance has fallen below 90%, any further time off school due to illness will not be authorised without medical evidence. If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

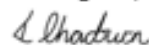
The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution but may not be issued if prosecution is a more appropriate response to the attendance issues.

Therefore, your child's irregular attendance could result in one of the following actions:

- 1) A Penalty Notice being issued. Each penalty notice is £80 if paid within the first 21 days, rising to £160 if paid between 22-28 days. Failure to pay will result in prosecution.
- 2) Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment.

Your child's attendance will continue to be monitored and no further action will be taken if their attendance improves. We hope we can help you further with this at the meeting.

Kind regards,



Mrs K. Chadburn
Headteacher

Appendix 4 – Phase 4 Attendance Letter



Somersall Street
Mansfield
Nottinghamshire
NG19 6EW

Telephone: 01623 415790
E-mail: office@ladybrookfha.org
Website: www.flyinghighacademy.co.uk
Twitter: @FHALadybrook

Head Teacher: Mrs Kerry Chadburn
Deputy Head Teacher: Miss Evie Scarborough

PENALTY NOTICE WARNING

Date

Dear Parent/Carer,

Our registers at FHAL show that, to date, your child has missed ___ days (___sessions) of school due to unauthorised absences over the last ___ weeks.
Your child's attendance is currently ____%.

We would like to invite you to a meeting, in school, on _____ at _____.
The meeting will be with Miss Scarborough (Senior Attendance Champion) and Mrs ~~Chadburn~~.

As a parent/carers, you have a legal responsibility under Section 444 of the Education Act 1996, for ensuring that your child attends school regularly. As such, unless your child's attendance improves, you will be referred to the local authority for a Penalty Notice to be issued under Section 444 of the Education Act 1996 for failing to ensure the regular attendance of your child.

Should your child (*insert name*) have any further time off school which results in them having 5 days (10 sessions), or more, of unauthorised absences, over a 10-week rolling period, the local authority will issue a fixed penalty notice of up to £160. The notice can be issued to both parents/carers for each child whose absence meets the Penalty Notice threshold.


Penalty notices are issued as an alternative to prosecution but may not be issued if prosecution is a more appropriate response to the attendance issues.

Therefore, your child's irregular attendance could result in one of the following actions:

- 1) A Penalty Notice being issued. Each penalty notice is £80 if paid within the first 21 days, rising to £160 if paid between 22-28 days. Failure to pay will result in prosecution.
- 2) Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment.

We strongly urge you to please take immediate steps to ensure your child gets to school on time every day and to share medical evidence if he/she is too ill to attend. If there are any other reasons for absence, we ask that you please discuss these with us so that we can offer our best advice and support or seek further support for you from another agency.

Kind regards,



Mrs K. ~~Chadburn~~
Headteacher



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~ Look back with pride & forward with confidence ~





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Twitter: @FHALadybrook

Head Teacher: Mrs Kerry Chadburn
Deputy Head Teacher: Miss Evie Scarborough

PENALTY NOTICE

Date

Dear Parent/Carer,

We wrote to you on (DATE) to notify you that your child has incurred significant unauthorised absences from school and that any further absence may result in the Local Authority issuing a Fixed Penalty Notice fine.

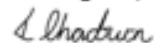
Unfortunately, your child's attendance has not improved and it is currently ____%.

We are now writing to advise you that because your child (*insert name*) has had unauthorised absences totalling 5 days/ 10 sessions, over a 10-week period, a request has been made to the Local Authority to issue a Fixed Penalty Notice to you for failing to ensure that your child attends school regularly.

We strongly urge you to please take immediate steps to ensure your child gets to school on time every day and to share medical evidence if he/she is too ill to attend. If there are any other reasons for absence, we ask that you please discuss these with us so that we can offer our best advice and support.

We will do all that we can to help support your child, and your family. Please contact us so that we can work together to ensure your child has the best chance of success moving forward.

Kind regards,



Mrs K. Chadburn
Headteacher

